



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

### **JOB OPENING**

**Title of Position**      **Finance Clerk (Part Time)**

**Reports to**              Finance Director

**Responsibilities**      Under the direction of the Finance Director, the incumbent will perform the following:

- Management and distribution of department mail
- Receiving, directing written communication as well phone calls
- Clerical work necessary to run the Tax Assessor's Office, Tax Collector's or Finance Department (based on the need)
- Perform technical work including updating and changing property records
- Provide assistance to the residents of the Township
- Will interface with taxpayers and business
- Provide assistance to co-workers/other departments.
- Preparation correspondence
- Filing and scanning
- Any other duties as deemed necessary

**Qualifications**

Must have excellent interoffice skills and be able to handle inquiries from the public as well as other Municipal Employees with courtesy and tact. Must have excellent command of the English language, grammar and spelling; familiarity with current office technologies with a high degree of computer literacy with an emphasis in word, excel, e-mail, scheduling and telephone etiquette. Candidates must have a High School diploma or equivalent; possess excellent organizational, computer and communication skills.

**Work Day/Week**      Monday to Friday – As needed

**Work Hours**            15 hours per week or as needed

**Union/Grade**          N/A

**Salary**                  \$12.00 per hour

Interested and qualified candidates should contact Human Resources at (908) 725-6300, Ext. 5040 or email at [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov).

**POST**                    **October 22, 2015**

**REMOVE**            **November 2, 2015**